



Title: Drug Free Workplace Program

Number: ES-4.02.01

Approved: March 16, 2007

Originator: Employee Services

Review: March 16, 2012

I. PURPOSE AND SCOPE

The purpose of this document is to provide a written description of Lake County's Drug Free Workplace Program.

II. REFERENCES

Florida Statute, Chapter 440.102, Drug-Free Workplace Program Requirements
Lake County Drug Free Workplace Policy (LCC-28)

III. APPLICABILITY

This procedure applies to all employees of Lake County Board of County Commissioners (BCC).

IV. DEFINITIONS

- A. Drug - means alcohol, including distilled spirits, wine, malt beverages, and intoxicating liquors; amphetamines; cannabinoids; cocaine; phencyclidine (PCP); hallucinogens; methaqualone; opiates; barbiturates; benzodiazepines; synthetic narcotics; designer drugs; or a metabolite of any of the controlled substances.
- B. Controlled Substances - means any substance, including its metabolites, as defined in Section 893.02(3), Florida Statutes or as defined by federal law.
- C. Drug Test - means any chemical, biological, or physical instrumental analysis administered, by a laboratory certified by the United States Department of Health and Human Services or licensed by the Agency for Health Care Administration, for the purpose of determining the presence or absence of a drug or its metabolites listed in this paragraph. An employer may test an individual for any or all of such drugs.
- D. Reasonable Suspicion – means a belief based on objective facts and the rational inferences which may be drawn from such facts, or based on direct or reported observations from a verifiable source that the particular employee is using or is impaired by drugs or alcohol.
- E. Safety-Sensitive Position - means, with respect to a public employer, a position in which a drug impairment constitutes an immediate and direct threat to public health or safety, such as a position that requires the employee to perform life-threatening procedures, or a position in which a momentary lapse in attention could result in injury or death to another person.

- F. Employee Assistance Program (EAP) - means an established program capable of providing expert assessment of employee personal concerns; confidential and timely identification services with regard to employee drug abuse; referrals of employees for appropriate diagnosis, treatment, and assistance; and follow-up services for employees who participate in the program or require monitoring after returning to work. In addition to the above activities, an Employee Assistance Program provides diagnostic and treatment services.
- G. Medical Review Officer (MRO) - means a licensed physician, employed with or contracted with an employer, who has knowledge of substance abuse disorders, laboratory testing procedures, and chain of custody collection procedures. MROs also verifies positive, confirmed test results; and who has the necessary medical training to interpret and evaluate an employee's positive test result in relation to the employee's medical history or any other relevant biomedical information.
- H. Chain of Custody - refers to the methodology of tracking specified materials or substances for the purpose of maintaining control and accountability from initial collection to final disposition for all such materials or substances and providing for accountability at each stage in handling, testing, and storing specimens and reporting test results.

V. **PROCEDURES**

A. General Administration

1. All Lake County employees are prohibited from using, selling, dispensing, distributing, possessing or manufacturing illegal drugs and narcotics or alcoholic beverages on County premises, work sites or in County vehicles. In addition, an employee is prohibited from off-premise use of alcohol and possession, use or sale of illegal drugs when such activities adversely affect job performance or job safety or interfere with the County's ability to carry out its mission. Such violations include, but are not limited to, possessing illegal and non prescribed drugs and narcotics or alcoholic beverages at work; being under the influence of such substances while working; using them while working; dispensing, distributing or illegally manufacturing or selling them on County premises or work sites or in County vehicles.
2. As a term and condition of employment, employees must refrain from taking drugs/alcohol that impair performance or are illegal on or off the job.
3. All County employees are strictly prohibited from reporting for work or performing work while impaired by drugs and/or alcohol.
4. Lake County conducts the following types of drug tests: reasonable suspicion, post accident, routine fitness for duty, and follow-up.
5. Safety sensitive and high-risk positions are also subjected to a pre-employment physical and drug test. If an employee's job classification requires an annual

physical, the employee will be required to submit to a drug test if applicable as part of the physical. Safety-sensitive positions that require a commercial driver's license (CDL) will require annual random drug and/or alcohol testing. (*Attachment 4*)

6. An employee may be required to take a drug test at any time to determine the presence of drugs in accordance with the reasonable suspicion alcohol and/or drug testing provisions of this procedure.
7. An employee who is arrested for or charged with any criminal drug and/or alcohol violation must report such arrest or charge to their supervisor and/or the Office of Employee Services within 72 hours. Failure to report this information may result in corrective action up to and including termination.
8. An employee's supervisor should report immediately (during that working shift) to their Department Director and/or Director of Employee Services any action by any employee who demonstrates an unusual behavior pattern. An employee believed to be under the influence of drugs and/or alcohol will be required to submit to a drug and/or alcohol test. The supervisor will arrange safe transit to the approved County testing site. The Sheriff's Office may be notified to arrange safe transit, if necessary.
9. An employee who uses legal and/or prescribed drugs during working hours or has any reason to expect such use may affect their ability to perform their work, must report this fact to their supervisor. A determination will then be made as to whether the employee will be able to perform the essential functions of the job safely and properly. Failure to report this information may result in corrective action up to and including termination.
10. An employee who is required to submit to a drug and/or alcohol test, who then states they have a problem with drugs and/or alcohol abuse is not exempt from corrective action, up to and including termination.
11. An employee who is experiencing work-related or personal problems resulting from a drug and/or alcohol abuse or dependency may request to seek counseling under the Employee Assistance Program (EAP). County sponsored or required counseling will be kept as confidential as possible. Failure to cooperate with an agreed upon treatment plan may result in corrective action, up to and including termination. An employee will not be permitted to return to work until certification is presented to their supervisor that the employee is capable of performing their job. Participation in a treatment program does not protect an employee from the imposition of corrective action for violations of this or other County policies.
12. An employee will be subject to corrective action, up to and including termination, for violation of the Drug Free Workplace policy and this procedure, a positive drug and/or alcohol tests, and/or refusal to submit to a drug and/ or alcohol test.

13. An employee who refuses to test or who receives a positive confirmed test, forfeit all rights to Workers Compensation medical and indemnity benefits.

B. Testing

1. Pre-Employment (Pre-Duty) Testing

- a. For purposes of this section, the term "applicant" may include County employees who have been selected for internal promotions to vacant positions or those that have been reassigned or transferred to a safety sensitive position.
- b. Job offers made to applicants (post-offer) are contingent upon the applicant successfully passing a drug and/or alcohol test.
- c. If the applicant fails to pass the pre-employment drug and/or alcohol screening, he or she will be disqualified from consideration for employment and shall remain ineligible for employment with the County Administrator for six (6) months from the date of the initial positive test results. An applicant who fails to submit to the required pre-employment drug and/or alcohol test shall be denied further consideration for the position for which he/she applied.

2. Reasonable Suspicion Drug Testing

If required, all County employees, including those in safety-sensitive and high-risk positions, will submit to a drug and/or alcohol test for reasonable suspicion of drug and/or alcohol use.

Reasonable-suspicion drug testing means drug testing based on a belief that an employee is using or has used drugs in violation of the Lake County Drug Free Workplace policy and this procedure. An employee may be drug tested for reasonable suspicion based upon the following:

- a. Observable phenomena while at work, such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug.
- b. Abnormal conduct or erratic behavior while at work, which may include a significant deterioration in work performance.
- c. A report of drug use, provided by a reliable and credible source (e.g. law enforcement).
- d. Evidence that an employee has tampered with a drug test during their employment with the current employer.

- e. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.
- f. For a reasonable suspicion drug test on an employee, the supervisor must complete the following steps:
 - (1) Complete a Reasonable Suspicion Observation Form, detailing specific observations as described above. The form requires the name and signature of two supervisors observing the questionable behavior. (*Attachment 2*)
 - (2) Report the incident to the Department Director and the Office of Employee Services.
 - (3) Remove the employee from the worksite immediately, and escort the employee to the designated specimen collection site (Lake County's authorized Healthcare Provider) for a drug test.
 - (4) Present a completed Reasonable Suspicion Drug Test Form to the designated specimen collection site at the time of the test and forward a copy to the Office of Employee Services. (*Attachment 3*)
 - (5) Place the employee on administration leave with pay status, until the confirmed test results are obtained.

3. Post Vehicle Accident Drug Testing

All employees, including safety sensitive employees, will be drug and alcohol tested immediately following a vehicle accident in which the appropriate law enforcement authority's accident report indicates that the County vehicle driver was at fault.

- a. The supervisor will escort the employee to the Lake County authorized Healthcare Provider immediately following the local authorities' completed investigation.
- b. If an employee receives emergency medical treatment at a hospital following a vehicle accident, the following time frames apply for post vehicle drug and alcohol tests:
 - (1) A post vehicle accident alcohol test needs to be administered as soon as practicable, but within four (4) hours following the vehicle accident. If the alcohol test is not administered within the four (4) hours, the supervisor will include information why the testing was unsuccessful within the four (4) hour period on the Lake County Property Damage Report – Supervisor Investigation.

- (2) A post vehicle accident drug test needs to be administered as soon as practicable, but within thirty-two (32) hours following the vehicle accident. If the drug test is not administered within the thirty-two (32) hours following the accident, the supervisor will include information why the testing was unsuccessful within the thirty-two (32) hour period on the Lake County Property Damage Report – Supervisor Investigation.

4. Return to Duty/Follow-up Drug Testing

All employees who are afforded an opportunity to receive rehabilitation and completed a treatment program as a result of violating this policy will be required to successfully pass a re-test for drug and/or alcohol before returning to their job duties.

Follow-up testing will be randomly conducted once every six (6) months for a two (2) year period after completion of the program. Advance notice of a follow-up testing date will not be provided to the employee.

5. Safety-Sensitive and High-Risk Drug Testing

Safety-sensitive and high-risk describe positions in which a drug impairment constitutes an immediate and direct threat to public health or safety, such as a position in which a momentary lapse in attention could result in injury or death to another person.

Lake County's safety sensitive and high-risk positions require a pre-employment physical, and if applicable drug test. The employee as a part of pre-employment will proceed to the designated specimen collection site (Lake County's authorized Healthcare Provider) for a physical and if applicable a drug test. Employment with Lake County is contingent upon successfully passing the pre-employment physical and/or drug test.

- a. Safety-sensitive positions are required to be subject to a random drug and/or alcohol test annually after pre-employment (e.g., CDL position).
- b. High-risk positions are required to have a physical and if applicable a drug test annually after pre-employment (e.g., firefighter position).

If an employee in a safety-sensitive or high-risk position enters an employee assistance program or drug rehabilitation program on their own free will and not a result of an accident or reasonable suspicion screening the employee will be assigned a position other than a safety-sensitive or high-risk position or, if such position is not available, the employee will be placed on leave while the employee is participating in the program. The employee shall be permitted to use their accumulated annual and sick leave credits before leave may be ordered without pay.

6. Random Drug Testing

Employees whose safety sensitive position requires a Commercial Drivers License (CDL) must comply with an annual random drug and/or alcohol test.

Each calendar year, the County will randomly select and test 50% of the total number of safety sensitive employees for drugs, and 25% for alcohol. (*Attachment 4*)

- a. The selection of employees for random alcohol and/or drug testing shall be made by a purely random method, such as a computer-generated random number table. Each employee shall have an equal chance of being tested each time selections are made. The randomizer program will generate two (2) lists of numbers, a primary list and a secondary list.
- b. Employee Services will match the primary number list to a corresponding list of safety-sensitive employees (positions requiring a CDL). The secondary number list is used only if the employee on the primary list is not available within three (3) calendar days of the generation of the random numbers list.
- c. Employee Services will provide a Notification for Random Drug and/or Alcohol Testing Form containing the name of the employee to be tested to their supervisor by e-mail. After being contacted by the supervisor and presented a copy of the Notification for Random Drug and/or Alcohol Testing Form (e-mailed to the supervisor by Employee Services), the employee will proceed unescorted to the designated specimen collection site (Lake County's authorized Healthcare Provider) immediately for the drug test. (*Attachment 1*)
- d. The employee must arrive at the designated specimen collection site within forty-five (45) minutes of receiving the random drug test notification. The designated specimen collection site will be informed of the names to be tested by Employee Services. The employee will present, the Notification for Random Drug and/or Alcohol Testing Form, their County I.D. or driver's license to the Drug Screen Coordinator upon arrival at the designated specimen collection site.
- e. Employees will not be given advance notice with regard to the random drug and/or alcohol test. Any employee not available for a minimum of three (3) calendar days due to illness or annual leave, shall be placed back into the pool and the next number (and corresponding name/person), from the secondary random list will be screened.

C. Designated Collection Site

All pre-employment physicals and alcohol and/or drug tests are conducted by Lake County's authorized Healthcare Provider which acts as the collection site. Technicians are trained in the appropriate chain of custody procedures and can provide documentation if required.

All test results are reviewed and verified by a Medical Review Officer (MRO) (Licensed Physician). Employees and job applicants should report the use of prescription or non-prescription medications to the Medical Review Officer. Every reasonable effort will be made to obtain the most accurate test results while

affording the employee privacy during the collection process. Testing will be done in accordance with provisions of applicable law.

The Medical Review Officer is designated by the Healthcare Provider and functions independently of the County. The MRO's qualifications include a demonstrated knowledge of substance abuse disorders and appropriate medical training to interpret and evaluate a combination of an individual's positive drug and/or alcohol test results and his/her medical history and other relevant biomedical information in order to make an accurate review and/or analysis of the drug test results.

1. If the designated specimen collection site is not open and after hours testing is required as a result of reasonable suspicion or post accident, the supervisor will follow the established protocol:
 - a. Supervisor will complete the Reasonable Suspicion Observation Form and appropriate Property and Liability report(s) for post accident testing, if applicable.
 - b. The supervisor is required to call the designated specimen collection site's after hour phone number (after hours phone number listed on the Drug Free Workplace webpage) and then immediately escort the employee to the designated specimen collection site's location.
 - c. Supervisor will inform the Department Director and the Office of Employee Services as soon as possible during normal business hours.

D. Over the Counter or Prescription Drugs

The employee must notify their supervisor if they been prescribed a drug for a medical or other condition which could impair their ability to perform their job. If it is determined that the employee is unable to perform their job due to impairment caused by the medication, the employee should apply for appropriate leave or discuss alternative job duties that would not cause a safety concern with their supervisor.

An employee and job applicant should confidentially report the use of prescription or non-prescription medications to the County's Medical Review Officer (MRO) when contacted by the MRO. This information will be interpreted in order to determine test results.

E. Positive Test Results

If the drug test of a Lake County employee is confirmed as positive, the employer's Medical Review Officer (MRO) shall provide technical assistance to the employee for the purpose of interpreting the test result to determine whether the result could have been influenced by prescription or nonprescription medication taken by the employee.

1. Challenge Test Results

- a. An employee or job applicant who wish to challenge test results is responsible for notifying the County's designated specimen collection site of an administrative challenge or civil action brought pursuant to Florida Statute, Section 440.102.
- b. An employee or job applicant may contest test results pursuant to the rules adopted by the Department of Labor and Employment Security.
- c. Any additional laboratory testing resulting from a challenge to the test shall be at the employee's or job applicant's expense.

F. Drug Free Workplace Webpage

The Employee Services Drug Free Workplace webpage provides specific information and contact numbers (regular and after hour phone numbers) for authorized Healthcare Provider which acts as the collection site. The Office of Employee Services can also provide this information if necessary. To obtain this information, go to the Employee Services intranet/internet area and click on the Drug Free Workplace link.

G. Confidentiality and Record Maintenance

The results of drug and/or alcohol tests shall not be included in an applicant's or an employee's personnel file but shall be retained by the Office of Employee Services in a separate medical file, exempt from public inspection.

H. Searches

Everyone is concerned about personal security and the security of the workplace. Workplace security is a responsibility shared by the County and all employees. The County may request the cooperation of an employee in agreeing to a search of personal property such as packages, briefcases, purses and similar containers as well as private vehicles parked on County property. County supervisory and managerial employees have the right to enter or search County property with or without notice, including desks, lockers, computers, phones and e-mail. Generally, there shall be no expectation of privacy while on any County property or of any property brought onto County premises. This delicate balance between privacy and security is something important to everyone and cooperation is needed from all employees.

I. Communication of this Procedure

All employees will receive a copy of this procedure. All employees shall sign an Acknowledgment and Consent Form stating that they have received a copy of this procedure. The form will be placed in the employee's personnel file. (Attachment 5)

The Office of Employee Services will be responsible for coordinating drug and/or alcohol awareness programs and shall be responsible for answering employee questions regarding the County's Drug Free Workplace Policy and Procedure. Employees are encouraged to discuss this policy with their supervisors and/or managers.

The Lake County Drug Free Workplace Policy poster will be posted on all work location bulletin boards. (*Attachment 6*)

J. Training

All new employees to Lake County receive training on the Drug Free Workplace Policy and Procedures during New Employee Orientation. Drug Free Workplace training will be offered to all current employees and supervisors and management will be offered training as part of the Management Training Series.

VI. RESERVATION OF AUTHORITY

The authority to issue or revise this Procedure is reserved to the County Manager. The County Manager may authorize exceptions to this procedure when deemed appropriate.

Approved By: Cindy Hall, County Manager
Date: 3/16/07



Attachment 1

Drug Free Workplace

Lake County Board of County Commissioners

Notification for Random Drug Testing (Safety Sensitive)

Lake County
Office of Employee Services
P.O.Box 7800
315 W. Main St.
Tavares, FL 32778-7800
Ph. (352) 343-9596
Fax (352) 343-9883

Designated Specimen Collection Site

Testing Date: _____

Expected Arrival Time: _____

Location: Express Care
2020 Nightingale Lane
Tavares, FL. 32778
Phone: (352) 742-1500

The following employee will proceed to the designated specimen collection site within forty-five (45) minutes of this notification.

Employee will be required to present their County I.D. or Driver's License to the Drug Screen Coordinator along with this notification form.

Employee Name: _____

Department: _____

Job Title (CDL required): _____

In accordance with Federal DOT Regulations and the Omnibus Employee Testing Act of 1991, you have been selected for a random drug and/or alcohol test.

☐ **Drug**

☐ **Alcohol**

Drug Screen Coordinator Section

Have the Drug Screen Coordinator (or designee) complete the next section.

Arrival Time: _____ Print Name: _____

Departure Time: _____ Signature: _____

After reporting to testing facility for screening, employee shall present this completed notification to their supervisor, who will forward the form to the Office of Employee Services.

Attachment 2



Drug Free Workplace

Lake County Board of County Commissioners

**Reasonable Suspicion Observation Form
(STRICTLY CONFIDENTIAL)**

Date/Time of Incident

Print Employee Name

Print Name of Supervisor #1

Print Name of Supervisor #2

This checklist is to be completed when documenting an incident which provides reasonable suspicion that an employee is under the influence of a prohibited drug, substance or alcohol. The supervisor(s) will note all pertinent behavior and physical signs or symptoms which lead to the reasonable belief the employee has recently used or is under the influence of, a prohibited substance.

Mark each applicable item on this form and any additional facts or circumstances.

Section A

Nature of the Incident/Cause for Suspicion	
1	<input type="checkbox"/> Observed/reported possession or use of a prohibited substance.
2	<input type="checkbox"/> Apparent drug or alcohol intoxication.
3	<input type="checkbox"/> Observed abnormal or erratic behavior.
4	<input type="checkbox"/> Arrest or conviction for drug-related offense.
5	<input type="checkbox"/> Evidence of tampering with a previous drug test.
6	<input type="checkbox"/> Other (e.g., flagrant violation of safety regulations, serious misconduct, fighting or argumentative/abusive language, refusal of supervisor instruction, insubordination or unauthorized absence on the job.) Please specify: _____ _____

Section B

Unusual Behavior	
1	<input type="checkbox"/> Verbal abusiveness.
2	<input type="checkbox"/> Physical abusiveness.
3	<input type="checkbox"/> Extreme aggressiveness or agitation.
4	<input type="checkbox"/> Withdrawal, depression, mood changes or unresponsiveness.
5	<input type="checkbox"/> Inappropriate verbal response to questioning or instructions.
6	<input type="checkbox"/> Other erratic or inappropriate behavior (e.g., hallucinations, disorientation, excessive euphoria or confusion.) Please specify: _____ _____

Section C

Physical Signs or Symptoms	
1	<input type="checkbox"/> Possessing, dispensing, or using controlled substance.
2	<input type="checkbox"/> Slurred or incoherent speech.
3	<input type="checkbox"/> Unsteady gait or other loss of physical control; poor coordination.
4	<input type="checkbox"/> Dilated or constricted pupils or unusual eye movement.
5	<input type="checkbox"/> Bloodshot or watery eyes.
6	<input type="checkbox"/> Extreme fatigue or sleeping on the job.
7	<input type="checkbox"/> Excessive sweating or clamminess to the skin.
8	<input type="checkbox"/> Flushed or very pale face.
9	<input type="checkbox"/> Highly excited or nervous.
10	<input type="checkbox"/> Nausea or vomiting.
11	<input type="checkbox"/> Odor of alcohol.
12	<input type="checkbox"/> Odor of marijuana.
13	<input type="checkbox"/> Dry mouth (frequent swallowing/lip wetting).
14	<input type="checkbox"/> Dizziness or fainting.
15	<input type="checkbox"/> Shaking hands or body tremors/twitching.
16	<input type="checkbox"/> Irregular or difficult breathing.
17	<input type="checkbox"/> Runny sores or sores around nostrils.
18	<input type="checkbox"/> Consistently wearing sunglasses indoors.
19	<input type="checkbox"/> Puncture marks or "tracks."
20	<input type="checkbox"/> Other (please specify). _____ _____

Section D

Written Summary
Please summarize the facts and circumstances of the incident, employee response, supervisor actions, and any other pertinent information not previously noted. Attach additional sheets as needed. _____ _____ _____

 Signature of Supervisor #1

 Date/Time

 Signature of Supervisor #2

 Date/Time



Attachment 3

Drug Free Workplace

Lake County Board of County Commissioners

Reasonable Suspicion Drug Testing

Lake County
Office of Employee Services
P.O.Box 7800
315 W. Main St.
Tavares, FL 32778-7800
Tele (352) 343-9596
Fax (352) 343-9883

Designated Specimen Collection Site

Testing Date: _____

Expected Arrival Time: _____

Location: Express Care
2020 Nightingale Lane
Tavares, FL 32778
Phone: (352) 742-1500

The following employee will proceed to the designated specimen collection site within forty-five (45) minutes of this notification.

Employee will be required to present their County I.D. or Driver's License to the Drug Screen Coordinator along with this notification form.

Employee Name: _____

Department: _____

Job Title (CDL required): _____

Employee will submit to a drug and/or alcohol test for reasonable suspicion of drug and/or alcohol use/abuse.

☐ **Drug** ☐ **Alcohol**

Drug Screen Coordinator Section

Have the Drug Screen Coordinator (or designee) complete the next section.

Arrival Time: _____ Print Name: _____

Departure Time: _____ Signature: _____

After reporting to testing facility for screening, employee shall present this completed notification to their supervisor, who will forward the form to the Office of Employee Services.



Attachment 4

Drug Free Workplace

Lake County Board of County Commissioners

Safety Sensitive and High-Risk Positions

Alcohol and/or Drug Testing Requirements		
CDL Class	Title	Alcohol and/or Drug Test
A	Equipment Operator IV	Alcohol and Drug Test
A	Landfill Supervisor	Alcohol and Drug Test
B	Area Maintenance Supervisor	Alcohol and Drug Test
B	Assistant Area Maintenance Supervisor	Alcohol and Drug Test
B	Chief Mechanic	Alcohol and Drug Test
B	Equipment Operator I	Alcohol and Drug Test
B	Equipment Operator II	Alcohol and Drug Test
B	Equipment Operator III	Alcohol and Drug Test
B	Mechanic	Alcohol and Drug Test
B	Mechanic/Welder/Fabricator	Alcohol and Drug Test
B	Mower Operator	Alcohol and Drug Test
B	Parks Crew Leader	Alcohol and Drug Test
B	Special Projects Supervisor	Alcohol and Drug Test
	Biological Technician	Alcohol and Drug Test
	Battalion Fire Chief	Alcohol and Drug Test
	Fire Lieutenant/EMT	Alcohol and Drug Test
	Fire Lieutenant/Paramedic	Alcohol and Drug Test
	Fire Marshal/Fire Investigator	Alcohol and Drug Test
	Fire Captain	Alcohol and Drug Test
	Fire Lieutenant/Fire Inspector	Alcohol and Drug Test
	Firefighter/EMT	Alcohol and Drug Test
	Firefighter/Paramedic	Alcohol and Drug Test
	Firefighter/Mechanic	Alcohol and Drug Test
	Probation Officer	Drug Test Only

Attachment 5



Drug Free Workplace Policy

Acknowledgement & Consent Form

I acknowledge that I have received a copy of Lake County's Drug Free Workplace Policy. I understand that:

- Copies of the policy and procedure can be found on the Lake County intranet/internet or by contacting the Office of Employee Services.
- Lake County is a drug free workplace, and as an employee, I am expected/agree to comply with the terms and provisions of the policy and procedures.
- I understand that this acknowledgment will become a part of my permanent employee file.

Employee's Name (Print Legible)

Employee's Signature

Date

Last four digits of SSN

Department

Once completed, please forward to the Office of Employee Services.

Attachment 6



Drug Free Workplace Policy

LCC-28 Approved 11/21/06

Objective

The Lake County Board of County Commissioners is committed to maintaining a workplace that is free from the presence and effects of drugs and/or alcohol, providing the highest level of service to its citizens, and minimizing the risk of accidents and injuries.

Directives

The County prohibits employees from using, selling, dispensing, distributing, possessing, or manufacturing illegal drugs and/or alcoholic beverages while on County premises, work sites, or in a County vehicle. In addition, employees are prohibited from off-premise use of alcohol and possession, use, and/or sale of illegal/prescription drugs, when such activities adversely effect job performance, job safety, or interferes with the County's ability to carry out its mission.

Pursuant to Drug Free Workplace regulations, Lake County conducts the following types of drug and/or alcohol tests: reasonable suspicion, post accident, routine fitness for duty, and follow-up. Safety sensitive and high-risk positions are also subjected to pre-employment and random drug/alcohol tests.

An employee will be subject to corrective action, up to and including termination, for violation of this policy.

For more information, please refer to the Drug Free Workplace Procedure ES-4.02.01 or contact the Office of Employee Services.